



Revised 7/26/2018

## **HOW TO RENEW RADAR OPERATOR RECERTIFICATION IN ACADIS:**

-Go to the ACADIS Online Portal and log in using your email address and password.

-Once logged in, you will be able to view the assigned RADAR Recertification course.

-Be sure you watch the course in its entirety. The test will begin immediately after the last segment of video. Upon completion of the test a window will appear that will display the test score. Once you have completed your course, completely close out all windows to exit ACADIS.

-Log back into the ACADIS Online Portal. Under the Certifications header, locate RADAR Operator. On the far right hand side of screen click "Renew" to begin the renewal process.

Certifications					
Name	Type	Issue Date	Expiration	Status	
DMT Operator	Certification	11/07/2012	07/25/2020	Active	<a href="#">Print</a>
DUI Detection/SFST Certification	Certification	04/12/2012	12/31/2018	Active	<a href="#">Print</a> <a href="#">Renew</a>
Radar Operator	Certification	02/11/2012	12/31/2018	Active	<a href="#">Print</a> <a href="#">Renew</a>
Speed-Measurement Device Operator	Certification	02/11/2012	12/31/2018	Active	<a href="#">Print</a> <a href="#">Renew</a>

-The Renewal Application screen will open in your window. Ensure all recipient information is correct. If not, select "Update My Information". If all the information is correct, click "Continue".

-The next screen will explain the guidelines for the RADAR Recertification renewal process. Read and follow all guidelines then click "Continue".

-The next screen will list the requirements for the RADAR Recertification process. Click on “Update” for the training requirement.

Request Certification Renewal for Radar Operator

The Privacy Act of 1974 may apply to this form. [Additional Details](#)

1 Personal Information

2 Guidelines

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### REQUIREMENTS

Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding “Update” link.

Requirement	Type	Fulfilled Date	Status	
Online RADAR Recertification	Training		Unfulfilled	<a href="#">Update</a>
Road Proficiency Form	Document		Unfulfilled	<a href="#">Update</a>

Delete Request | Finish Later | Back [Continue](#)

-The Training screen will pop up. Scroll to the Current Period section and check the box of the completed RADAR - Operator Recert training. Next, scroll down and under the Fulfillment section, choose “The requirement has been met or exceeded”, then click on “Save”.

Training

**REQUIREMENT**

Online DUI/SFST Recertification [Instructions](#)

**DOCUMENTATION OF FULFILLMENT**

Select one or more events below to fulfill the requirement. Additional options are listed below.

**Training**

☒ Upcoming, Ongoing, & Unconfirmed

Training for Period: 23h 30m

☒ Current Period to Date (01/01/2018 - 07/25/2018)

Training for Period: 5h 0m

Training	Start	End	Grade	Hours	Training Category	Student Status
<input checked="" type="checkbox"/> Radar - Operator Recert - RADAR Recertification	07/25/2018	07/25/2018	100.00%	3h 0m	Mandatory Retraining	Completed - Passed
<input type="checkbox"/> DMT - Operator Recert - DataMaster DMT Recertification (16)	04/24/2018	07/25/2018	100.00%	2h 0m		Completed - Passed

☐ Previous Period (01/01/2017 - 12/31/2017)

Training for Period: 2h 30m

☐ Other Periods (through 12/31/2016)

Training for Period: 49h 0m

A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated.

Upload a document | Provide other clarifying comments

☐ I want to finish later☒ The requirement has been met or exceeded (requires information above)☐ Request waiver (requires clarifying comments above)Cancel [Save](#)

-This will take you back to the requirements page. The status of the training requirement should now show “Fulfilled”. Now, click on “Update” for the documentation requirement.

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### REQUIREMENTS

Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding “Update” link.

Requirement	Type	Fulfilled Date	Status	
Online RADAR Recertification	Training	07/25/2018 by Studio, Test 1	Fulfilled	<a href="#">Update</a>
Road Proficiency Form	Document		Unfulfilled	<a href="#">Update</a>

Delete Request | Finish Later | Back [Continue](#)

-The Document screen will pop up in a small window. Scroll down to the Documentation of Clarification section and click on "Provide other clarifying comments" to open up the comments box. In the "comments" box, you **MUST** include the RADAR Instructor's name and date the proficiency was submitted online. Next, scroll down and under the Fulfillment section, choose "Request waiver" then click on "Save".

The first screenshot shows the 'Document' form with sections for Requirement, Documentation of Fulfillment, and Fulfillment. A red arrow points to the 'Provide other clarifying comments' link under the Documentation of Fulfillment section.

The second screenshot shows the 'Change Clarifying Comments' dialog box. A red arrow points to the text input field containing 'Proficiency Form on 8-3-2018 by Hal Volin ID# 2811-8980'. Another red arrow points to the 'Request waiver' option under the Fulfillment section.

-The requirements page should now show that both renewal requirements (Training and Document) have been fulfilled. Click "Continue".

The screenshot shows the 'Request Certification Renewal for Radar Operator' page. The 'Requirements' section contains a table with the following data:

Requirement	Type	Fulfilled Date	Status	Action
Online RADAR Recertification	Training	07/25/2018 by Studio, Test 1	Fulfilled	Update
Road Proficiency Form	Document	07/25/2018 by Studio, Test 1	Fulfilled	Update

A red arrow points to the 'Continue' button at the bottom right of the page.

-The next screen will be the affirmation. Read through the Renewal Applicant Affirmation text and the Criminal Offense Declaration and select the appropriate responses. Click "Submit" to finalize the renewal process.

The screenshot shows the 'Request Certification Renewal for Radar Operator' page with the 'Applicant Affirmation' and 'Criminal Offense Declaration' sections.

**APPLICANT AFFIRMATION**

I certify and make an official statement, the officer identified by the corresponding Academy ID number, holds a valid RADAR Operator certification and has completed the required training and coursework as reported herein and evidence of such completion is maintained in the official records of the employing agency and is subject to verification by the South Carolina Criminal Justice Academy or its designated representative. I certify that there are no willful misrepresentations or falsifications in any of the provided documentation. I understand that any falsification may disqualify me from receiving training and/or certifications.

☒ All requirements for this certification or license have been met, and the applicant attests that the above statements are true

☐ Not all requirements for this certification or license have been met by the recipient

**CRIMINAL OFFENSE DECLARATION**

Since the recipient's last issue or renewal of this certification / license:


☒ The recipient has NOT been charged with or convicted of a criminal offense\*

☐ The recipient has been charged with or convicted of a criminal offense\*

\* excluding minor traffic violations and criminal offenses expunged by a court

A red arrow points to the 'Submit' button at the bottom right of the page.

-An Audit Alert warning will pop up that will provide follow-up instructions.

**Selected for Audit**

Your application has been selected for audit and the certification has not been renewed.

Please allow up to 30 business days for your training records to be updated. If after 30 days you do not see the completed training in your records, contact the South Carolina Criminal Justice Academy Traffic Safety Unit at (803)896-7777.

Close

-Log back into the ACADIS Online Portal. Under the Certifications header, locate RADAR Operator Certification. On the far right hand side of screen the option to Renew should now be gone and the original expiration date will still appear.

Certifications				
Name ▲	Type	Issue Date	Expiration	Status
Canine Certification	Certification	09/15/2015	12/15/2016	Inactive
DMT Operator	Certification	11/07/2012	07/25/2020	Active <a href="#">Print</a>
Radar Operator	Certification	04/12/2012	12/31/2018	Active <a href="#">Print</a>
Speed-Measurement Device Operator	Certification	02/11/2012	12/31/2018	Active <a href="#">Print</a> <a href="#">Renew</a>

-Once an Academy staff member has audited the renewal application, the officer can log back into the ACADIS Online Portal to view the updated training record. Under the Certifications header, locate RADAR Operator Certification and next to that the new expiration date should be listed. If you would like a copy of the certificate, click Print.

Certifications				
Name ▲	Type	Issue Date	Expiration	Status
Canine Certification	Certification	09/15/2015	12/15/2016	Inactive
DMT Operator	Certification	11/07/2012	07/25/2020	Active <a href="#">Print</a>
Radar Operator	Certification	04/12/2012	12/31/2020	Active <a href="#">Print</a>
Speed-Measurement Device Operator	Certification	02/11/2012	12/31/2018	Active <a href="#">Print</a> <a href="#">Renew</a>